



## **Administrative Specialist II**

The Anderson County Health Department is accepting applications for a FT **Administrative Specialist II.**

**General Duties include:** This position serves under the direction of the Director. Responsibilities for this position include, but are not limited to: accounts payable, accounts receivable, payroll and human resources coordinator.

**Minimum Education, Training or Experience:** Bachelor Degree in Business Administration, Public Administration, Public Health, Community Health, Accounting, Human Resource Management, Computer Science or related degree and two (2) years in administrative activities such as fiscal and budgeting activities, personnel and planning or closely related activities.

**OR**

high school diploma or GED and seven (7) years of experience in personnel activities, fiscal and budgeting activities, office management or closely related activities.

**Substitution for Education, Training or Experience:** Education in the field will substitute for the experience on a year for year basis not to exceed five (5) years.

**Starting Salary:** \$14.78 – \$18.63/hr negotiable with additional experience. Grade 18

**Applications** may be obtained at the Anderson County Health Department, 208 South Main Street, Lawrenceburg, KY 40342 or at [www.achdonline.org](http://www.achdonline.org).

Completed application and transcript must be returned by 12:00 PM on Wednesday, June 30, 2010. **Resume will not substitute for completed application.** EOE.